

EMBRACE RFA Q & A Session

October 14, 2015

3 PM – 4 PM

Question: Some of the listed target zip codes are close to our organization, does the target area need to be in only those zip codes or could the target be in surrounding zip codes, as well?

Answer: No, only the zip codes that are listed in the RFA.

Question: Does the applicant office / organization need to be physically located within the listed zip codes?

Answer: No

Question: Are all listed zip codes in Prince Georges County?

Answer: No, one zip code is shared with Montgomery County. It is expected that grantee is to target all the listed zip codes.

Question: Is a letter of good standing issued within the last year acceptable for submission?

Answer: Yes, the letter of good standing needs to be no older than one year.

Question: Is it acceptable to print off the letter of good standing from the Website and submit?

Answer: Yes, but we will continue with the review process.

Question: What is the I 9 form, not familiar with that form?

Answer: I 9 or W 9 form is an official document issued by the IRS which shows non-profit status in Maryland.

Question: Where do we obtain the W9 I9 form?

Answer: If you are a 501c3 and you've worked with state government previously, you would have one already. If not, we will post form on our MHHD Website for download.

Question: The MD Health Connection offers materials on their website. Will MHHD provide other pamphlets and publications?

Answer: The Maryland Health connection will provide most materials with MHHD providing some supplemental materials, along with other sources.

Question: Are the personnel resumes counted toward the 7 page limit?

Answer: No, resumes go in the appendices and are not counted in the 7 page limit.

Question: Do we need to submit a second year budget?

Answer: Yes.

Question: What are the timelines for the budgets?

Answer: First year budget is from Nov 15, 2015 – July 31, 2016. Year 2 budget is from August 1, 2016 – July 31 2017.

Question: Can we expand the field size in the action plan template?

Answer: Yes, use as much space as needed.

Question: Are the primary target groups is African American and Hispanic?

Answer: Yes, the primary target groups and predominant groups in the specified zip codes are African Americans and Hispanics. Other racial/ethnic groups are not to be excluded through the grant activities.

Question: If a proposal is submitted for less than \$72,000 will a second grant be offered?

Answer: No, we will only have 1 vendor.

Question: Are letters of support required for application?

Answer: No, letter of support. If you've done comparable work previously with partners, you can submit a letter of support in the appendix but it is not required.

Question: Is this the first year the grant was awarded through HHS?

Answer: This is a new grant, with new funding cycle, for the next 5 years. We have been funded by HHS, Office of Minority Health for the previous 10 years.

Question: Are the goals and objectives in the application the only goals and objectives that we are to address in our application?

Answer: Funding will not be provided for other activities outside of the goals and objectives listed in the RFA.

Question: How will the educational sessions be evaluated? For example, do they need to be in the community?

Answer: Yes, you need to have the educational sessions in the community, in the zip codes specified, and have in a location with access to transportation and times that are accessible to the community members.

Question: Will these questions be posted on the web with answers?

Answer: Yes, by Friday, October 16.